



# Town of Claremont Information Pack

Position	Bushcare Officer (Part time)
Closing Date	29 January 2021
Salary	\$64,057.16 per annum (pro rata) plus 10.5% superannuation 0.4FTE (15.2 hours) per week
Queries	Jill Sargeant – Manager Human Resources

The Town of Claremont is a boutique local government that was established in 1898 for the picturesque riverside suburbs of Claremont and Swanbourne. It is a busy and forward focused local government with dedicated staff who are committed to making a difference at a local level.

Applications are invited from suitably qualified and experienced individuals for the position of Bushcare Officer. Key responsibilities of the position include:

- Preservation and revegetation of bushland and wetland reserves at Lake Claremont.
- Assist with propagation of local native plants for revegetation.
- Prepare environmental management plans and reports.
- Liaise with staff, residents, contractors, external organisations and work with volunteer groups.
- Undertake research in relation to bushlands/wetlands.
- Development of short and long term strategies for the rehabilitation of sites.
- Assistance with technical advice on bush management issues to the community.

The successful candidate will be able to undertake hands-on tasks as well as guide and manage preservation activities in the bushland and wetland reserves of Lake Claremont. The candidate will have a Diploma of Conservation and Land Management or related requalification and experience in a similar role. They will have the ability to work both independently and as part of a team and be able to effectively liaise with multiple stakeholders.

The Town offers additional benefits such as free parking, an on-site gym, free access to the Aquatic Centre and health and wellbeing programs.

The Town is an equal opportunity employer that values a diverse workplace. We encourage people of all ages, genders, culturally diverse backgrounds and with a disability to apply.

**Applications close 29 January 2021 at 5pm.**

## Completing your application

In order to be considered for the vacant position you must be able to demonstrate your suitability for the position. Before preparing your application check the essential selection criteria outlined in the position description to make sure you are eligible to apply.

## What your application must include

### Cover letter

A covering letter should demonstrate your suitability for the position. Although you are not required to address the selection criteria, you must meet the criteria to be considered for the position. It also gives you the opportunity to introduce yourself to the selection panel and explain why you are applying for the position.

### Curriculum Vitae / Resume

Your Curriculum Vitae (CV) / Resume should include your personal details, relevant work history, education, training, qualifications and professional memberships.

The names and contact details of at least two work related referees should be presented in your CV / Resume.

## Lodging your application

Please ensure that the position title is clearly marked in the covering letter of your application.

Applications must reach the Town of Claremont no later than 5.00pm on the closing date.

The Town of Claremont prefers to receive applications via email at [employment@claremont.wa.gov.au](mailto:employment@claremont.wa.gov.au).

Alternatively, applications may be mailed to:

Attention:

CONFIDENTIAL

Chief Executive Officer

Town of Claremont

PO Box 54, Claremont WA 6910

Please do not submit applications in plastic folders or include original documents.

Canvassing of Councillors will disqualify applicants.

The Town of Claremont is an Equal Employment Opportunity Employer and is committed to selecting the best applicant for each vacancy.

Thank you for your interest in working with the Town of Claremont.

# Benefits of working at the Town of Claremont

## Remuneration & Conditions

- competitive salaries;
- generous superannuation contribution scheme;
- flexible work options;
- employee recognition program;
- attractive working location in the Claremont town centre;
- modern, accessible workspaces;
- accessible public transport and free car parking.



## Health & Wellbeing Initiatives

- free use of our Corporate Gym and Aquatic Centre;
- confidential employee assistance program;
- discounted private health membership;
- flu vaccinations;
- skin cancer checks;
- health and wellbeing seminars;
- active social club.



## Training & Development

- Internal training courses;
- Opportunities to attend work-related conferences and seminars;
- Study assistance options: ranging from paid leave to reimbursement of course fees (Conditions apply);
- Opportunities to act in higher grade roles;
- Opportunities to participate in project teams and committees.



